

PODCAST – Agency Head Study - 2007

Today is July 11, 2007, and welcome to the HR Weekly Podcast from the State Office of Human Resources. Today's topic relates to the study of state agency head positions that occurs every several years.

As you know, pay for agency heads in South Carolina is governed by the Agency Head Salary Commission. This Commission is chaired by Senator Hugh Leatherman and is comprised of members from the South Carolina Senate and the House of Representatives and members appointed by the Governor. As the statutes that govern this Commission require, the State contracts with an outside vendor on a periodic basis to review the salaries and salary ranges of most agency heads and all technical college presidents in state government. Constitutional officers and other agency directors whose salaries are set by statute will not be a part of this study.

Since the early 1980s, the State has contracted with The Hay Group, a consulting firm internationally recognized for its expertise in executive compensation. The Hay Group's work seeks to ensure that the salary ranges for agency heads and technical college presidents are competitive with the appropriate job market and are positioned to enable South Carolina to attract and retain the top executives who lead our state agencies.

This year's review will be like others in the past. Each agency head or technical college president will be required to complete an updated job description to ensure that the consultants have a clear understanding of the responsibilities of each of them. In late August, representatives from The Hay Group will interview each agency director or technical college president to evaluate the scope of responsibilities of each position. Based on the content of each job and an analysis of the job market, The Hay Group will make recommendations to the Agency Head Salary Commission regarding any changes in the salary ranges for agency heads or technical college presidents. Agencies should have submitted updated position descriptions to OHR by last Friday, July 6th. If an agency has not yet submitted an updated position description for its agency director or technical college president, the agency should do so as soon as possible.

During this same time period, the Commission will also be evaluating the performance of agency heads or technical college presidents for fiscal year 2006-2007. As in previous years, agencies' governing bodies will complete their performance documents for each agency head or technical college president and forward the document to OHR. Performance documents for agency heads should be forwarded to OHR by August 1st. Along with the findings from the study, the performance evaluations will serve as input to the Commission in the development of recommendations for salary increases for agency heads or technical college presidents this year.

The Commission's recommendations should be finalized before the end of December, and recommended salary increases for agency heads or technical college presidents will be presented to the Budget and Control Board with an anticipated effective date of January 1, 2008. As in the past, agencies will share in the cost to participate in the study. If you have any questions about the agency head study, please feel free to call your HR Consultant at 737-0900.

Thank you.